



Job Announcement

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TTY/D use Maryland Relay Service

Opening Date:	January 23, 2014	Closing Date:	February 6, 2014
Job Title:	Licensing Clerk	Position Type:	Regular Full Time
PIN:	059287	FLSA Status:	Non-Exempt
Location:	Circuit Court for Cecil County Elkton, Maryland	Grade/Entry Salary:	J05 \$28,404 - \$33,616
		Financial Disclosure:	No

Regular State employees subject to promotion/demotion policy

Essential Functions: Assists with the processing and maintaining of court records such as; Marriage Records, Business Licenses, Land Recording, Judgments and liens. Assists the public in person or by phone with business applications determining type of license needed. Calculates fees, applicable state or county penalties and verifies county tax status. Refers public to appropriate county or state office or website to obtain additional information. Processes marriage license applications through cash register, issue licenses and provides information regarding civil ceremonies as well as performs civil marriage ceremonies. Performs notary procedures and administers oaths of various offices. Completes paperwork, enters data, verifies data, indexes information and collects fees for various license applications. Processes daily mail to include business applications, outside marriage ceremony returns, certified copy requests, notary commissions and correspondence relating to all areas of the Licensing department which may involve research and reply. Prepares certified copies of records. Provides reports to supervisor and manager. Collects fees, validates through cash register and performs daily reconciliation of cash register drawer. Performs scanning, indexing and pricing. Performs other duties in Clerk's Office as assigned.

Education: High School Diploma or GED.

Experience: Minimum of one year of related experience.

Preferred: Previous court experience. Customer service experience.

Skills/Abilities: Ability to work in an office environment and perform general clerical skills. Strong customer service skills. Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Basic math skills and ability to compute rates and percentages. Cashiering skills, including ability to use a computerized cash register and correctly make change. Good organizational skills. Ability to work as part of a team and to speak in front of large groups. Ability to operate a personal computer and type and enter information into the computer as demonstrated by successful completion of a typing or alphanumeric data entry test. Ability to learn court specific software necessary to perform functions of the position. Ability to be cross trained and willing to assist in other areas of the court. Ability to perform all essential functions of this position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted). Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

ATTN: Derrick Lowe, Clerk of Court
Circuit Court for Cecil County
129 East Main St., Room 108
Elkton, MD 21921-5971

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.